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ABSTRACT

The Acquisition and Accounting System has been programmed and tested, and is currently running in parallel with the manual operations. Implementation is taking place in planned stages so as to ensure a smooth takeover and to enable staff to familiarize themselves with a number of different approaches to their work. As would be expected, the workload has increased considerably, but it is to be hoped that the extra effort will pay off in terms of maximum effectiveness of the operating system. The ultimate purpose of this manual is to illustrate the reports that the Community Colleges will be receiving, to describe their content and to provide the means for interpreting the information. The manual is divided into 4 sections. Section I summarizes the Acquisition and Accounting System from the machine standpoint by means of flowcharts and accompanying narratives. Section II describes the operating environment. Section III shows the reports the Colleges are to receive and Section IV outline the administrative and housekeeping reports of the College Bibliocentre. (Author)

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COLLEGE BIBLIOCENTRE ACQUISITION AND ACCOUNTING SYSTEM OPERATING MANUAL

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SYSTEM REPORT SERIES

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INTRODUCTION

This booklet is the second in the College Bibliocentre's System Report Series. The "College Bibliocentre Acquisition and Accounting System Description Manual (SRS 1 1970)" was the first and in it the functions of the Bibliocentre and the proposed computer system were outlined.

The Acquisition and Accounting System has now been programmed, tested and is currently running in parallel with the manual operations. Implementation is taking place in planned stages so as to ensure a smooth takeover and to enable staff to familiarize themselves with a number of different approaches to their work. As would be expected, the workload has increased considerably, but it is to be hoped that the extra effort will pay off in terms of maximum effectiveness of the operating system.

The ultimate purpose of this manual is to illustrate the reports that the Community Colleges will be receiving, to describe their content and to provide the means for interpreting the information. The manual is divided into 4 sections. Section I summarizes the Acquisition and Accounting system from the user's point of view by means of flowcharts and accompanying narratives. Section II describes the operating environment. Section III shows the reports the Colleges are to receive and Section IV outlines the administrative and housekeeping reports of the College Bibliocentre.

SECTION I - Computer System Summary

1.1 Acquisition Sub-System

Colleges send their orders to the Bibliocentre on multi-part Order Requisition Slips which are then visually checked for accuracy and on which other relevant data, such as supplier code, are added. One copy of the Order Slip is sent immediately to the appropriate supplier. Another copy is remitted to the Key punching Department and every 2 or 3 days the punched orders are processed and added to the main Order File. Two listings are produced from the new orders, one by order number and the other by Author.

The Acquisition sub-system also processes "blanket orders". These are orders requested simultaneously by two or more colleges as a result of examining the material on display at the Bibliocentre.

Colleges may also receive material either as a gift or through direct purchase. Such items can be sent to the Bibliocentre for binding, cataloguing and processing. To ensure complete control of these items they are included in the system, the data being key punched at the time of receipt. (In the case of books, photocopies of the title pages can be sent to the Bibliocentre for the supply of catalogue cards and spine labels).

1.2 Receipt and Shipment Sub-system

When an item is received from the supplier or shipped to the college a transaction card is key punched which updates the main Order File with receiving and shipping data. The system is flexible in that:

- (a) each order number represents an individual title, but volume or part numbers added to the order number can identify each volume or part uniquely. Thus, multivolume works may be received without prior knowledge that the original order was indeed a multi-volume work, by the addition of the volume or part number on the receiving transaction card.
- (b) a series of books may be ordered on one order number. Individual titles in the series may be received separately, and are assigned an "ID discriminator", or identification code. This code is one digit, and uniquely identifies each title in the series, as the volume number uniquely identifies each volume in a multi-volume work.

Within this same sub-system it is also possible to change the status of an order, whether or not the item has been received.

1.3 Re-orders and Supplier Follow-up Sub-system

Agent/publisher file records are created, corrected or deleted. Previous orders are re-directed to a different supplier when the original cannot furnish the requested item.

Follow-ups are automatically printed by calculating the time lag between the date of order and the date of the computer run. An additional factor considered here is the location of the supplier since it will obviously take longer to obtain a book from, say, Europe than from Canada. In addition to the Supplier Follow-ups, the system also keeps track of items received at the Bibliocentre by way of a special reminder report.

1.4 Accounts Payable Sub-system

Details of all items received from a supplier are accumulated and compared with the supplier's invoice to produce the Supplier Reconciliation Summary. Essentially, the report will pinpoint inaccuracies either at the Bibliocentre's or the supplier's end and ensure that payment is not made for books listed on the invoice but not received.

1.5 Invoicing Sub-system

When items are shipped to the colleges, invoices are produced. One copy is placed inside the box and acts as the packing slip while another copy is mailed as the official invoice. At present, two colleges have availed themselves of a further service and that is that the Bibliocentre is providing them with the basic input to their Circulation Systems in the form of tape records of items shipped to them. Each record consists of such data as author, title, accession number and L.C. Call Number.

1.6 Order Status and Inventory Sub-system

Two reports are printed. The Inventory Report constitutes a summary of all items in stock with their related dollar value. For auditing purposes, an itemized report is produced in supplier sequence.

The Order Status Report is printed in Order Number sequence and in Author sequence for use at the Bibliocentre. In addition, each college receives a copy of their orders in Author sequence by College campus.

1.7 Budget Sub-system

Three reports are generated in the sub-system:

- (a) The Statement of Commitment and Expenditure which shows the funds committed (potential expenditures as represented by orders not yet received from the supplier nor shipped to the colleges) and actual expenditures (actual net costs including charges for binding, jacketing, shipping, etc. for shipped items).
- (b) The Analysis of Item Cost by Subject showing the average cost of a book in a particular subject area and comparing it against the average cost as it was six months previously.
- (c) The Analysis of Item Cost by Media which, again, illustrates the average cost of different non-book media.

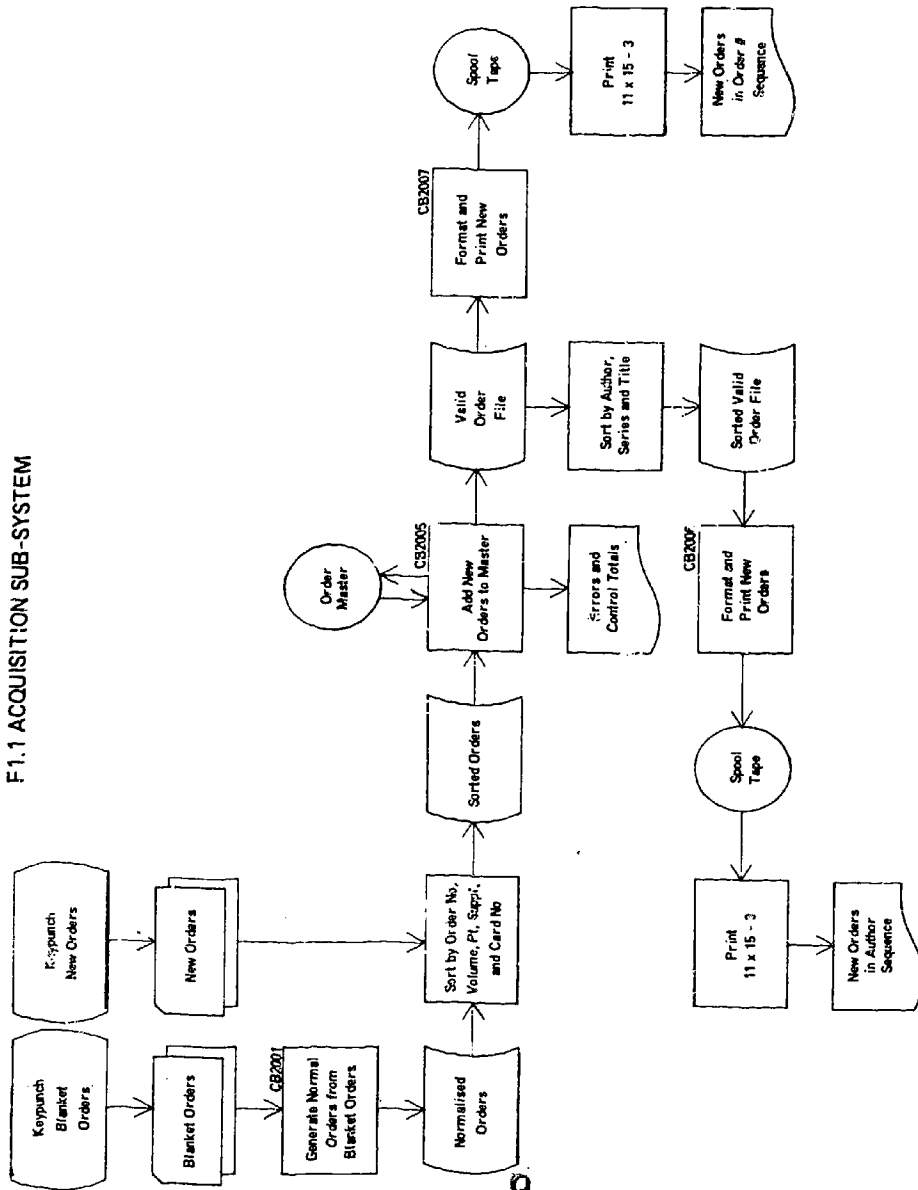
1.8 Management Information Sub-system

To assess the quality of service to the Bibliocentre, the report on Supplier Performance is produced showing the average time between ordering and receipt of items at the Bibliocentre. In addition, the amount of discounts allowed is examined to indicate those suppliers who consistently offer the greatest savings.

The Bibliocentre will also survey their own activities by assessing the length of time taken between receipt of material from the publisher and shipment to the colleges.

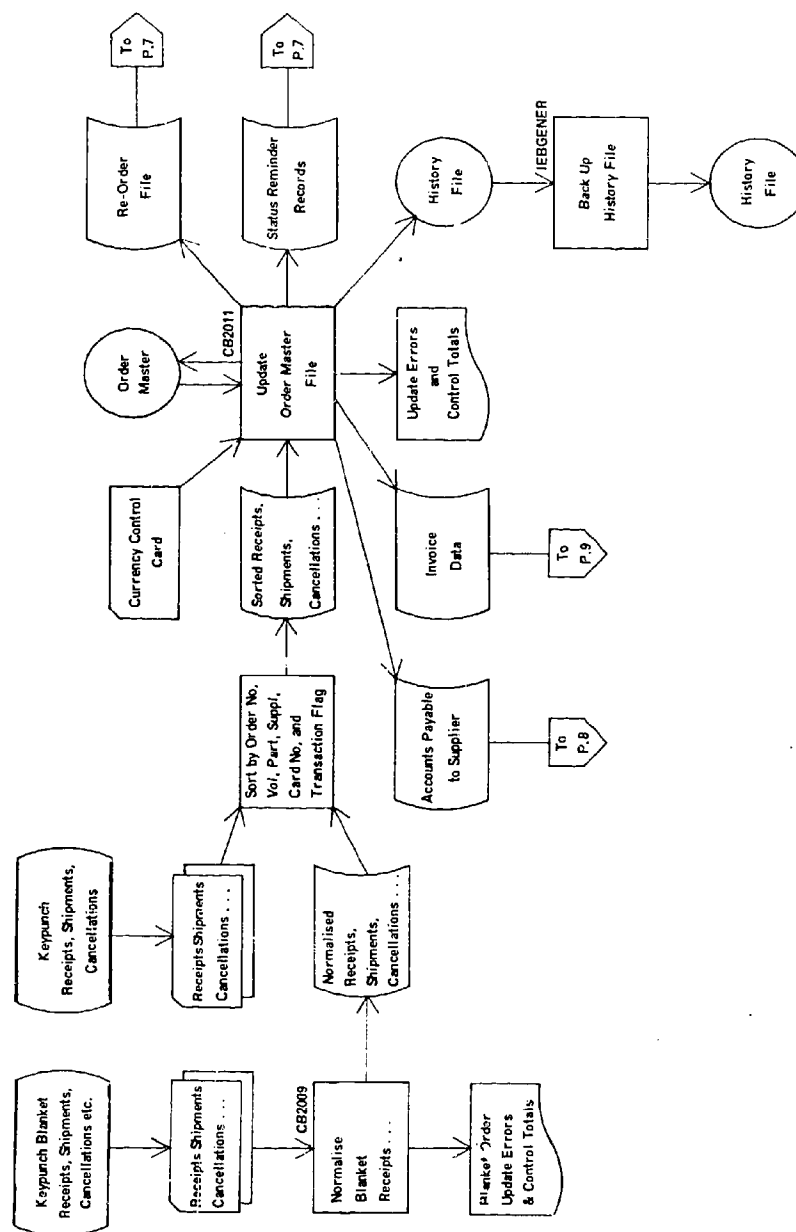
SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER/ACCOUNTING

F1.1 ACQUISITION SUB-SYSTEM



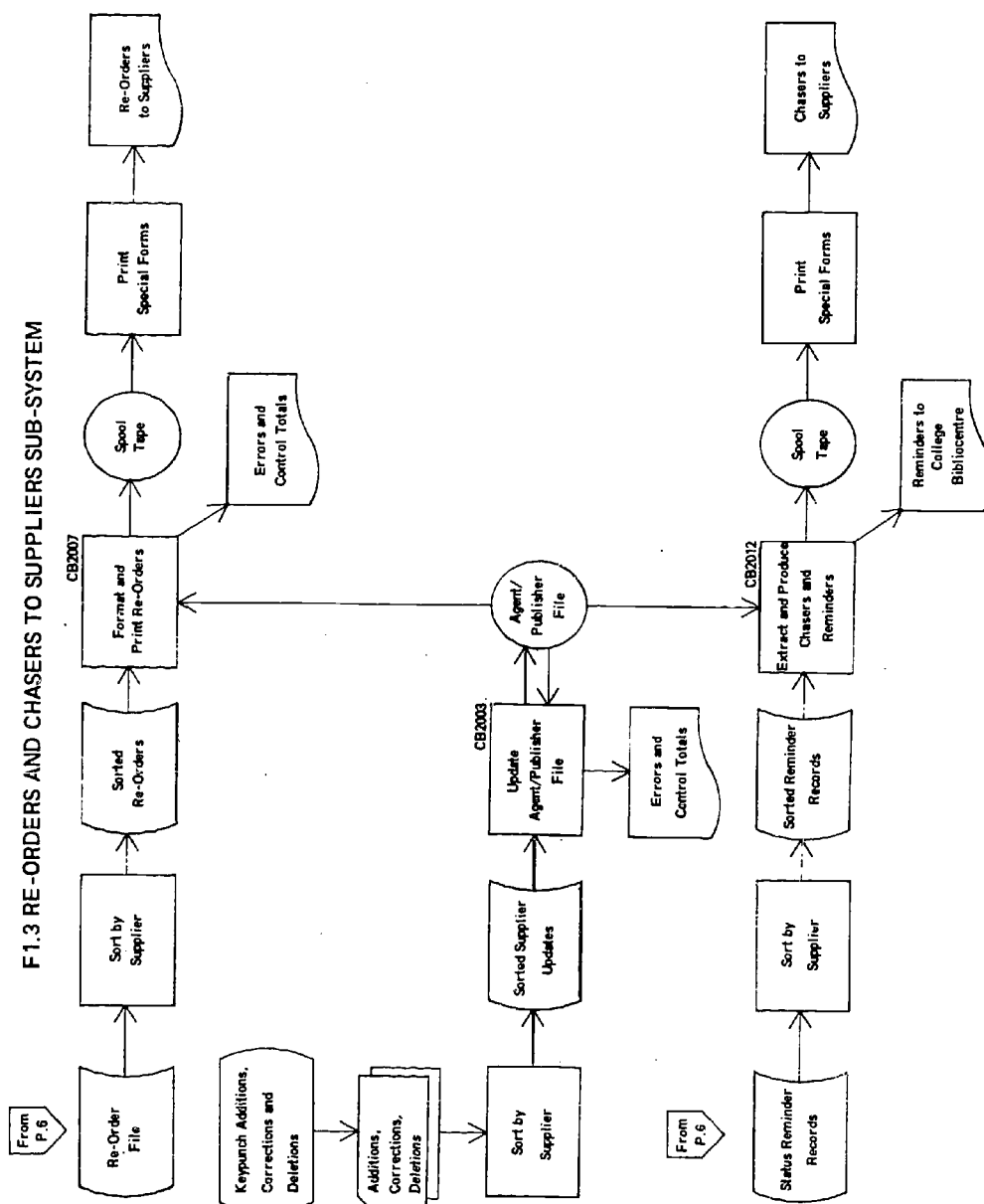
SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER/ACCOUNTING

F1.2 RECEIPT & SHIPMENT SUB-SYSTEM



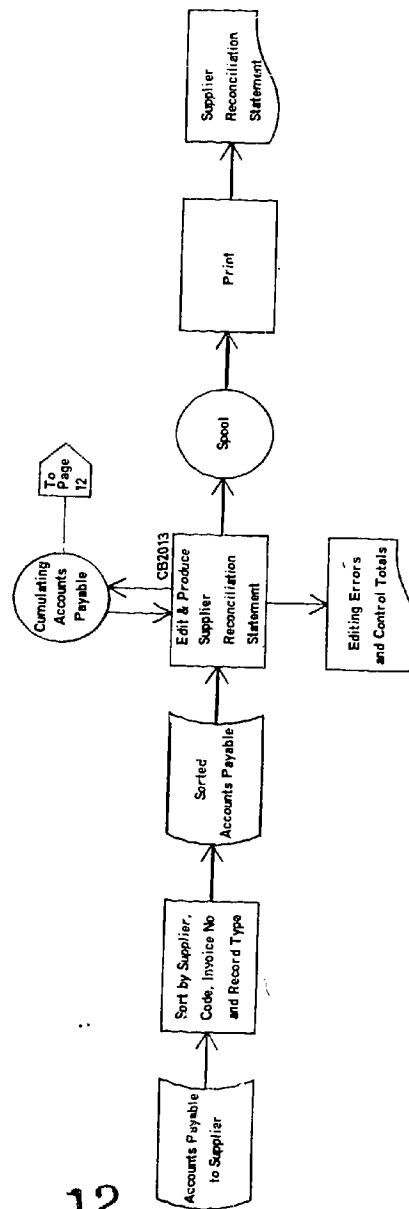
SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER/ACCOUNTING

F1.3 RE-ORDERS AND CHASERS TO SUPPLIERS SUB-SYSTEM



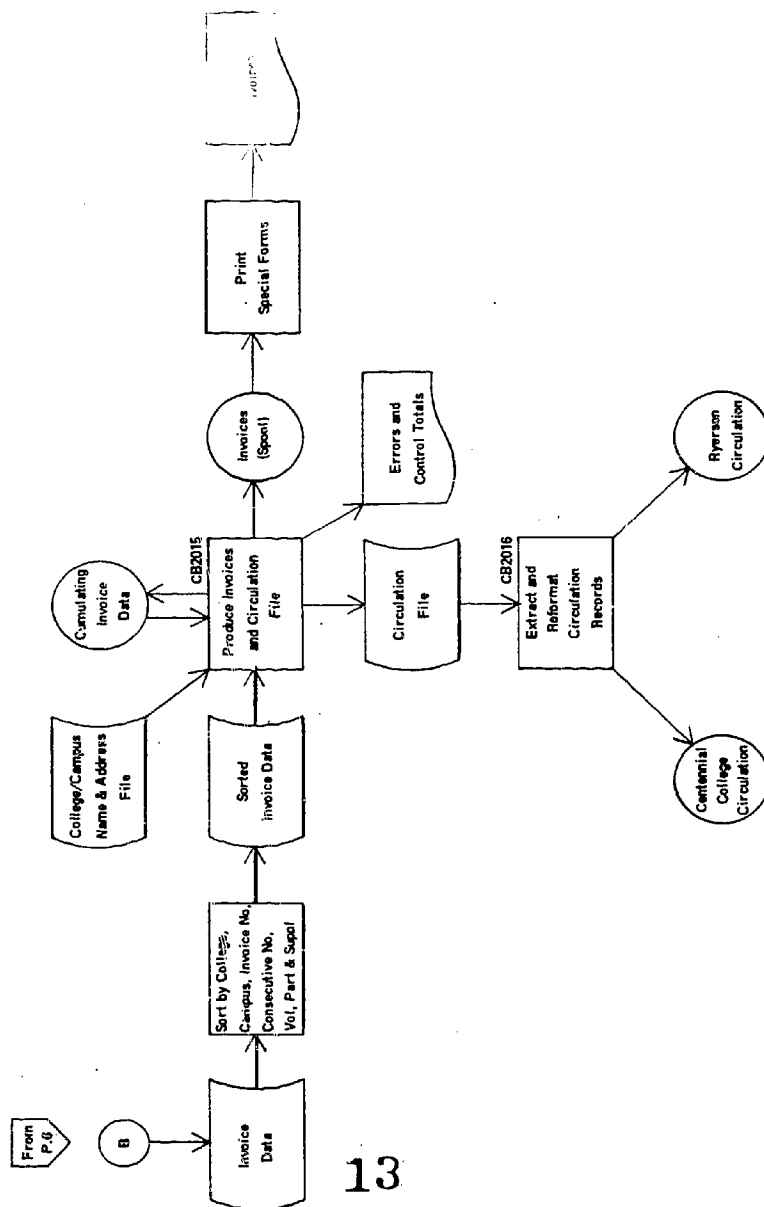
SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER/ACCOUNTING

F1.4 ACCOUNTS PAYABLE SUB-SYSTEM

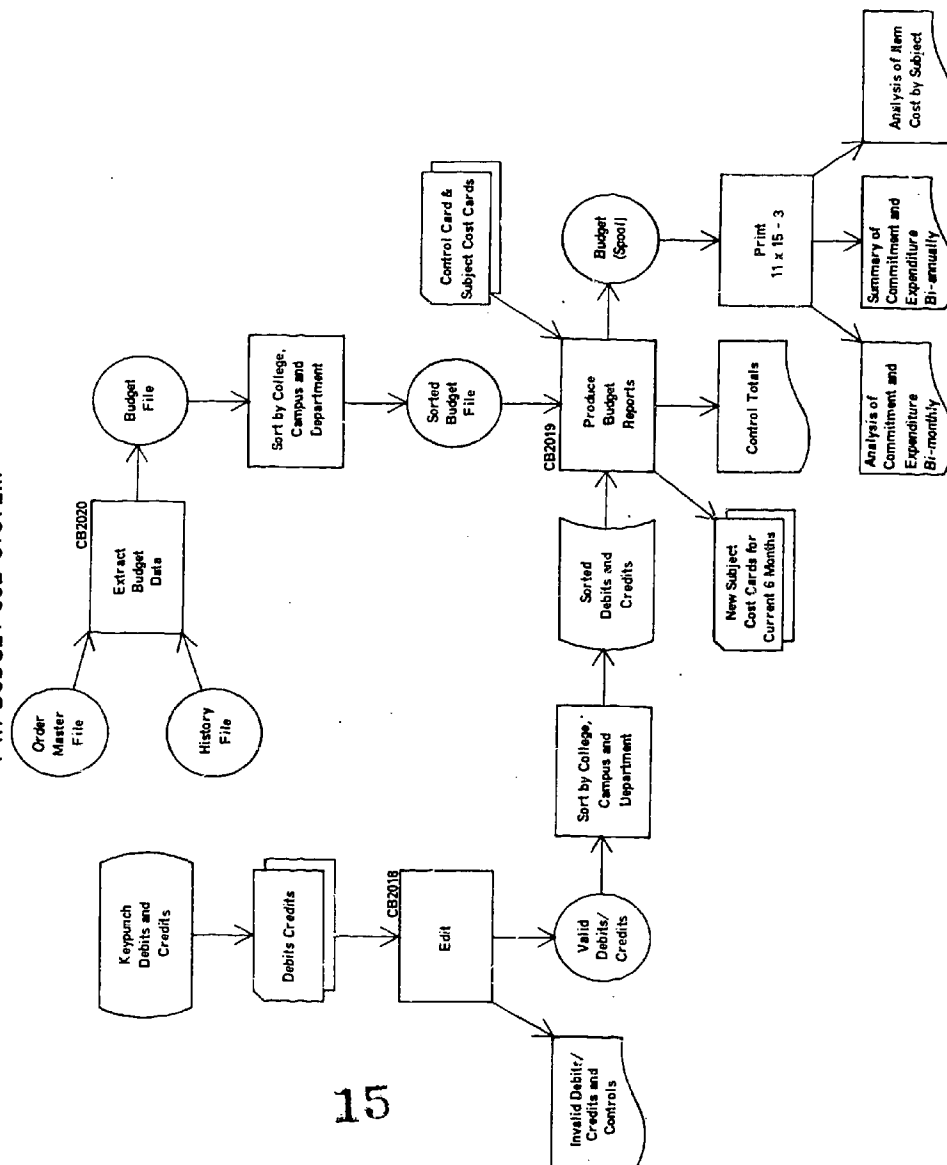


SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER/ACCOUNTING

F1.5 INVOICING SUB-SYSTEM

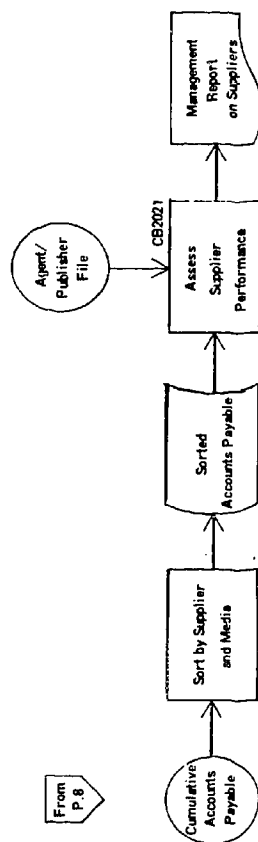


F1.7 BUDGET SUB-SYSTEM



SYSTEM FLOWCHART FOR COLLEGE BIBLIOCENTRE ORDER/ACCOUNTING

F.1.8 MANAGEMENT INFORMATION SUB-SYSTEM



SECTION II - Operating Environment

2.1 Overview

The Acquisition and Accounting System is running at the Education Data Processing Branch of the Ontario Department of Education. The Branch is made up of several co-ordinated units. There are two systems and programming groups, a technical services group, a planning and research group and a field services liaison group in addition to the activities of the computer operations and production control groups. Collectively, these groups are involved in a number of applications which, in terms of variety, scope and size, can be matched by few E.D.P. institutions in Canada.

The Branch has a 360/50 (see diagram) operating under full OS and HASP II, release 18.6 MVT with Remote Job Entry from the Ontario Institute for Studies in Education and Teleprocessing to the Ontario Science Centre.

In October 1971, EDPB is installing a new configuration, the new System/370.

2.2 Software

The system is written in COBOL using a few Assembler language sub-routines.

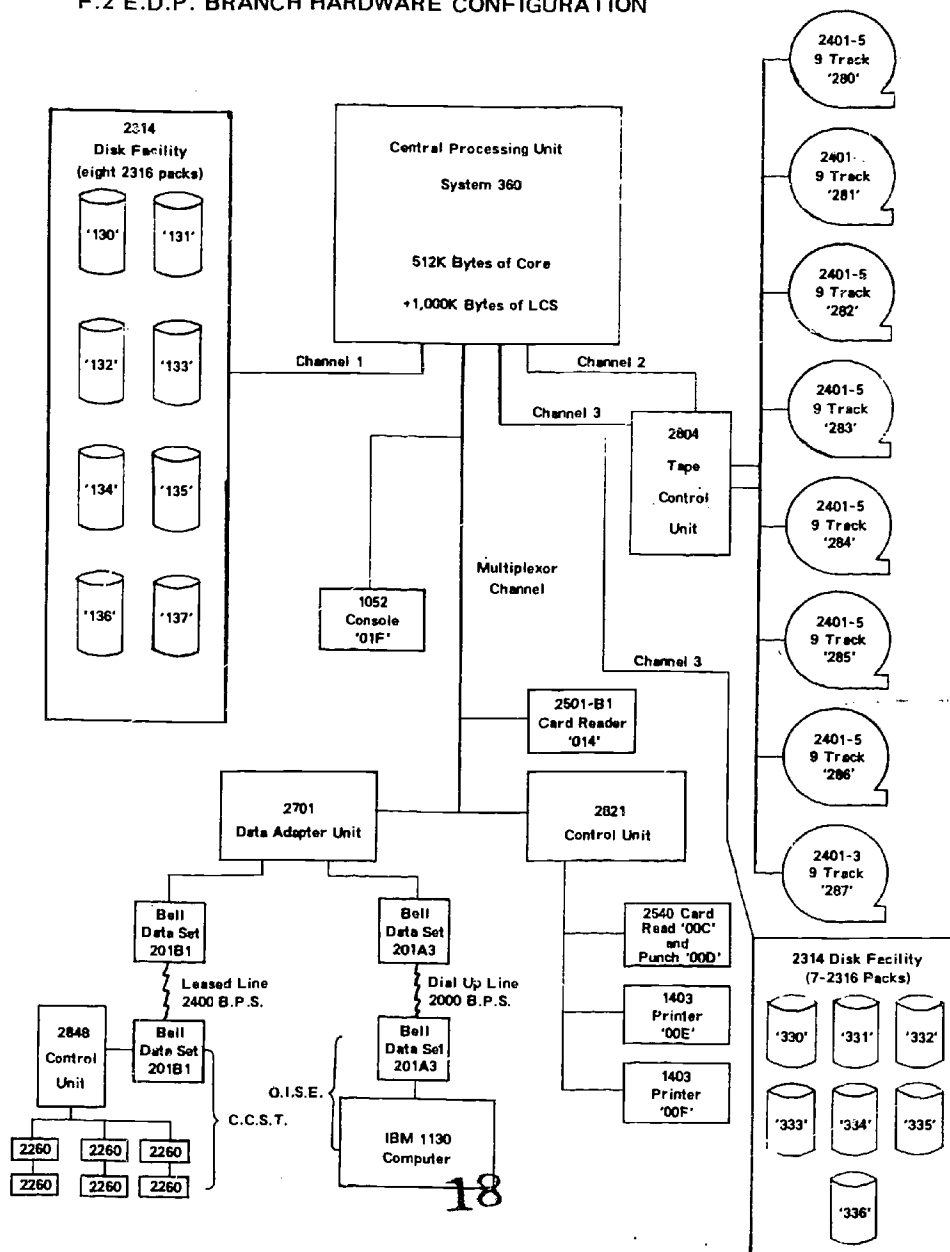
2.3 Machine Requirements

The machine facilities required for the Acquisition and Accounting System are:

- IBM 360 model 50 computer, 100K bytes core storage
- 3 tape drives
- 1 2314 disk drive
- 1 2540 card reader punch
- 1 1403 printer

The amount of CPU utilization is less than 3 hours per month while printing time varies between six and 10 hours per month.

F.2 E.D.P. BRANCH HARDWARE CONFIGURATION



SECTION III - College Reports

3.1 Invoices

Invoices are printed on a standardized form, having a width of 12 inches and a depth of 8-1/2 inches. Two copies are sent to the college, one in the box of material shipped and the other by mail. Items appear in author arrangement within College and Campus but not department.

The invoice can be divided into 3 areas: headings, detail lines and total lines.

(a) Headings

- Sold to - name and address of college and campus.
- Ship to - postal address of college, campus and section to which the items are shipped.
- Invoice No. - 5 digit control number to be quoted in any further correspondence on shipped items.
- Date - the date on which the invoice was printed which is generally the date of shipment.
- College
- Campus Code - a 3-digit number, the first 2 representing college and the last representing campus.
- Page No. - reverts to 1 for every new invoice.

(b) Detail Lines

- Purchase
- Order No. - a 6-digit control number corresponding to the last 6 digits of the Requisition Order Number.
- Dept. Code - the department code appears only if it was provided on the Order Requisition Slip.
- Quantity - this represents the quantity shipped (not necessarily the quantity ordered).
- Author/Title - the author appears first followed by the series title and then the title. Each field is separated by an oblique stroke (solidus). If there is no series title, as is usually the case, the author is followed immediately by the title. If the item is also identified by volume, part and/or supplement, this information is printed on the next line. In the event of a multi-volume work, each volume is printed out separately. Often one set price is charged for the whole work

- and not by volume, and here the set price is applied to the first volume in the set and annotated by the word 'SET' following the volume number. Subsequent volumes will show N/C (no charge) in the unit retail price field.
- Media - this field is not used for book material. For non-book media, a 3-digit code is printed. Refer to the Appendix for the code definition.
 - Unit Retail Price - the retail cost of a single item.
 - Total Retail Price - the unit retail cost multiplied by the quantity shipped.
 - Disc - discount allowed by the supplier.
 - Additional Charges - the field consists of the additional charge code (as defined at the bottom of the invoice) and the amount.
 - Net Amount Due - the total retail price less discount plus additional charges.

(c) Total Lines

- Delivery Charges - a charge of 20 cents is made for each item (copy) shipped. In the event of an extraordinary mailing cost such as bulky or heavy material, an extra amount is billed and added into the delivery charge. This extra amount is not shown as a separate item.
- Invoice Total Charges - the sum of the net amount due and delivery charges.



college Bibliocentra
20 mitnick road
don mills, ontario
tel: 06-219837

INVOICE

SOLD
TO:SHIP
TO:DATE 29 APR 71
DAY MONTH YEARCOLLEGE
CAMPUS CODE 281INVOICE NUMBER
06952
PLEASE REFER TO THIS
INVOICE FOR ALL ENQUIRIES

PAGE NO 1

PURCHASE ORDER NO	QTY	AUTHOR TITLE	MEDIA	UNIT RETAIL PRICE	TOTAL RETAIL PRICE	DISC	ADDITIONAL CHARGES AMOUNT	NET AMOUNT DUE
032108	1	SHORE, BRUCE H./NEW ELECTRONICS		11.95	11.95	30	5 0.25	8.62
032282	1	ROMBAUER, IRMA & BECKER, M.R./JOY OF COOKING		7.95	7.95	40	5 0.25	5.02
032423	1	OLDENBOURG, ZOE/CRUSADES		10.95	10.95	40	5 0.25	6.82
032433	1	BARNETT, LINCOLN KINNEAR/TREASURE OF OUR TONGUE		8.50	8.50	40	5 0.25	5.35
032436	1	THIEL, RUDOLF/AND THERE WAS LIGHT		10.95	10.95	40	5 0.25	6.82
032478	1	ARISTOTILE/RHETORIC AND THE POETICS		3.75	3.75	40	5 0.25	2.50
032480	1	BURTT, EDWIN/ENGLISH PHILOSOPHERS FROM JACON TO MI LL		5.95	5.95	40	5 0.25	3.82
032542	1	DUGGAN, ALFRED LEO/JULIUS CAESAR		5.25	5.25	40	5 0.25	3.40
032562	1	FREYRE, GILBERTO/NEW WORLD IN THE TROPICS		6.95	6.95	40	5 0.25	4.42
032590	1	HANGEN, WELLES/MUTED REVOLUTION		8.50	8.50	40	5 0.25	5.35
032618	1	BOTTOMORE, THOMAS BURTON/CRITICS OF SOCIETY		7.50	7.50	40		4.50
ADDITIONAL CHARGE CODES 4. BINDING 5. DUST JACKETS 8. BROKERAGE								DELIVERY CHARGES
								INVOICE TOTAL
								2.20
								58.82

BUSINESS OFFICE COPY

3.2 Order Status Report

The order status report, as its name implies, provides current information on the status of an order until the time it is shipped to the College. It will be printed in author sequence for each College Campus every two weeks on 15 x 11 inch standard paper.

The headings contain the printing date, name of college and page number.

The text comprises the following information:

Author/Title

Field

- the first entry is the author's name followed by the title. Following the title, the series title is printed, preceded by a dollar sign to aid its identification. If the work is identified by volume, part and/or supplement, this information is printed on the next line. For non-book material, a general statement on media is provided.

Order Numbers

- the order number on the original order form.

Order Date

- this is the date when the order was added to the computer file and therefore is not the date of order as entered on the order form. This is because the order date is used to calculate when a follow-up is to be sent to a supplier.

No. of Copies

Ordered

- the number of copies originally requested by the college.

No. of Copies

Received

- the total number of copies received on this order.

No. of Copies

Shipped

- once an order has been shipped in full, no statement of its status is shown in the report. However, when more than one copy is ordered, it is possible for the multiple copies to be separated during their processing so that part of the order is shipped prior to the remainder. In this case, the number of copies is printed.

Status Message

- underneath the order number, one or more status messages will appear, preceded by the number of copies to which the message applies, e.g.

2 Received

2 Shipped

Each message may also have the appendage 'chasing'

or 'still chasing'. This means that, in the case of an order that has not yet been received at the Bibliocentre, a follow-up has been sent to the supplier requesting information on the status of the order. 'Chasing' means that the first follow-up has been sent while 'still chasing' means that the second or subsequent follow-up has been sent. In the case of items which have been received, the appendage should be taken to mean the Bibliocentre is taking further action itself. Next to the status message, the status date is printed. This date refers to the last time that the action was initiated.

The range of status messages is comprehensive. They are shown in Appendix 1 along with the time interval allowed before automatic follow-ups or re-orders are generated.

--- COLLEGE BIBLIOCENTRE ORDER STATUS REPORT ---				
09. APR. 71	COLLEGE NAME		STATUS DATE	
AUTHOR/TITLE	ORDER NO.	ORDER DATE	---NO. OF COPIES--- ORDERED RCVD. SHIPPED	
FONER, PHILIP S. BLACK PANTHERS SPEAK	141030377	FEB. 05 71	1 1 0	MAR. 04 71
	1 BINDING			
FORTUNE EDITORS ENVIRONMENT: A NATIONAL MISSION FOR THE SEVENTIES	141030378	FEB. 05 71	1 1 0	
	37 1 BINDING			MAR. 04 71
FOSTER, K. AND PARKER, G.A. FLUIDICS	141030379	FEB. 05 71	1 1 0	
	1 RECEIVED		STILL CHASING	APR. 07 71
MITSCHKE, KURT FAULTS IN PHOTOGRAPHY: CAUSES AND CORRECTIVES	141030383	FEB. 09 71	1 0 0	
	1 RE-ORDERED		STILL CHASING	APR. 07 71
GABOR, DENNIS INNOVATIONS: SCIENTIFIC TECHNOLOGICAL AND SOCIAL	141030385	FEB. 09 71	1 1 0	
	86 1 RECEIVED - ORIG. CATALOGING			APR. 04 71
GALANOV, TERRY DOWN THE TUBE OR MAKING TELEVISION COMMERCIALS	141030386	FEB. 09 71	1 0 0	
	1 OUT OF STOCK, AVBL. 28 DAYS CHASING			MAR. 29 71
GEORGE, MARGARET ONE WOMAN'S SITUATION	141030388	FEB. 09 71	1 1 0	
	1 RECEIVED			MAR. 30 71
GERTLER, L.O. PLANNING THE CANADIAN ENVIRONMENT	141030391	FEB. 09 71	1 1 0	
	1 RECEIVED		CHASING	APR. 04 71

3.3 Budget Reports

3.3.1 Statement of Commitment and Expenditure

The report will be provided every two weeks. It is printed on standard 11 x 15 inch paper and shows by college campus, the commitments and expenditures for each department.

(a) Headings

The headings will show the college campus name. In addition, an explanation is given as to the duration of the report, e.g. 'cumulatively by month for the 6-month period ending December 1970'.

The first item shown is the department code. It is important that the code be shown on each order if this breakdown is required. If no code has been given, the department is designated 'library'.

The report is divided into two sections: a report for books and a report for non-book material. The commitments and expenditures are itemized cumulatively by month which means that the figures for August include those for July and, similarly, the figures for September include those for July and August. The first month shown in the report shows the financial status as of that month since the beginning of the fiscal year, April 1.

(b) Detail Lines

Actual Expenditure:

This is the net price (total retail price less discounts and adjustments) of the items shipped plus any additional charges (mailing, binding, etc.).

When an actual expenditure is recorded, the commitment figure is reduced by the estimated amount.

Amount Committed and Not Spent:

Funds are committed as soon as the item is ordered. In all cases, an attempt is made to estimate accurately the price in order to present a true commitment figure. In cases where this is impossible, a cost of \$10.00 is applied which incorporates any additional charges.

Actual and Committed Expenditure:

This is the sum of potential and actual costs.

Number of Items Shipped:

The number of items for which each college campus has been billed.

(c) Total Lines:

Campus Totals

This is the sum of all the department figures for the last monthly detail line.

Campus Average Cost

Calculations made by dividing the actual expenditure by the number of items shipped.

COLLEGE BIBLIOCENTRE									
STATEMENT OF COMMITMENT AND EXPENDITURE									
CUMULATIVELY BY MONTH FOR THE 6 MONTH PERIOD ENDING DEC 1970									
COLLEGE/CAMPUS NAME		THE LIBRARY							
		BOOK MEDIA		NON BOOK MEDIA					
ACTUAL	AMOUNT COMMITTED	ACTUAL	AMOUNT COMMITTED	ACTUAL	AMOUNT COMMITTED	ACTUAL	AMOUNT COMMITTED	ACTUAL	AMOUNT COMMITTED
EXPENDITURE	AND NOT SPENT	EXPENDITURE	AND NOT SPENT	EXPENDITURE	AND NOT SPENT	EXPENDITURE	AND NOT SPENT	EXPENDITURE	AND NOT SPENT
AUG	0.00	0.00	0.00	0	0				
SEP	0.00	0.00	0.00	0	0				
OCT	0.00	628.35	628.35	0	0				
NOV	0.00	912.20	912.20	0	0				
DEC	14.02	892.25	906.27	1	1				
DEPARTMENT 11									
JUL	0.00	0.00	0.00	0	0				
AUG	0.00	0.00	0.00	0	0				
SEP	0.00	558.50	558.50	0	0				
OCT	0.00	1347.30	1347.30	0	0				
NOV	13.59	1633.90	1647.49	2	2				
DEC	87.64	3383.39	3421.03	1	1				
DEPARTMENT 12									
JUL	0.00	0.00	0.00	0	0				
AUG	0.00	0.00	0.00	0	0				
SEP	0.00	0.00	0.00	0	0				
OCT	0.00	0.00	0.00	0	0				
NOV	0.00	60.00	60.00	0	0				
DEC	0.00	60.00	60.00	0	0				
DEPARTMENT 21									
JUL	0.00	0.00	0.00	0	0				
AUG	0.00	0.00	0.00	0	0				
SEP	0.00	0.00	0.00	0	0				

3.3.2 Analysis of Item Cost by Subject

The report is provided every six months in April and October and is to be printed on standard 11 x 15 inch paper. The aim is to provide some means of forecasting book expenditure by showing the average cost of an item within a given subject area. From tests, it has been calculated that books for example, in the fine arts category, are almost twice as expensive as those in the sociology category, \$14.58 as opposed to \$7.60. It also should be treated with caution as no attempt has been made to differentiate between, say, paperback and hard cover. In addition, the sample may not be sufficiently representative, meaning that any category with less than 200 orders would tend to be less reliable than those with more.

(a) Headings:

The headings indicate the time span of the report.

(b) Detail Lines:

Subject Class: This is based on the Library of Congress classification.

Subject Description:

A description of the subject classification code.

Number of Orders:

This is the number of orders from all the colleges in the past six months.

Average Cost:

Including discount but excluding other charges.

Previous Average Cost:

The average cost for the subject category as reported for the previous six months.

% Increase/Decrease Over Previous Six Months:

Self explanatory:

COLLEGE BIBLICENTRE					
ANALYSIS OF ITEM COST BY SUBJECT					
FOR THE SIX MONTHS ENDING APR 1970					
SUBJECT CLASS	SUBJECT DESCRIPTION	NUMBER OF ORDERS	AVERAGE COST	PREVIOUS AVG COST	% INCREASE/DECREASE OVER PREVIOUS 6 MONTHS
QD	CHEMISTRY	0	0.00		
QE	GEOLOGY	0	0.00		
QH	NATURAL HISTORY & BIOLOGY	0	0.00		
QK	BOTANY	0	0.00		
QL	ZOOLOGY	0	0.00		
QM	HUMAN ANATOMY	0	0.00		
OP	PHYSIOLOGY	0	0.00		
OR	BACTERIOLOGY	0	0.00		
R-MZ	MEDICINE	189	8.95		
RK	DENTISTRY	3	10.78		
S	AGRICULTURE	46	11.01		
T	TECHNOLOGY (GENERAL)	0	0.00		
TA	CIVIL ENGINEERING	98	14.10		
TC	HYDROLIC	12	14.05		
TD	SANITARY & MUNICIPAL	30	7.87		
TE	ROADS & PAVEMENTS	2	13.37		
TC	BRIDGE & ROOFENGINEERING	5	9.83		
TE	BUILDING	39	13.03		
TJ	MECHANICAL	86	12.43		
TKL-7799	ELECTRICAL ENGINEERING	17	13.81		
TK7800-7895	ELECTRONICS	0	0.00		
TL	MOTOR VEHICLES	24	9.33		
TH	MINING ENGINEERING	20	12.41		
TP	CHEMICAL TECHNOLOGY	45	15.08		

3.3.3 Analysis of Item Cost by Media:

The report is basically similar to the Analysis of Item Cost by Subject. Here the breakdown of cost is shown by media without regard to subject. The full list of media codes are given in Appendix II.

3.4 Supplier Performance

The objective of the Supplier Performance Report is to measure the quality of their service in terms of speed of order fulfilment, communication, and discount. The report, in supplier sequence, produces statistics for book and non-book media.

Supplier Code a supplier with a two-character code is Canadian, whereas a seven-character code, numeric or alphabetic, is foreign.

Supplier Name Self explanatory.

Media Book or non-book.

**Number of
Items Received** Self explanatory.

**Order to
Receipt Time** The maximum, minimum and average time are displayed. No allowance has been made for weekends or national holidays.

Chaser-1 The number of times one follow-up notice has been sent.

Chaser-2 The number of times two or more follow-ups have been sent.

Discount The maximum, minimum and average discounts are displayed.

JAN 10 1970

SUPPLIER PERFORMANCE REPORT
FOR COLLEGE BIBLIOCENTRE

[illegible]

SECTION IV

College Bibliocentre Administrative Reports

The reports listed below are illustrated in this section:

- a. Listing of New Orders by Order Number
- b. Listing of New Orders by Author
- c. College Bibliocentre Reminder Report
- d. Re-orders
- e. Supplier Reconciliation Summary
- f. Inventory Report
- g. Supplier Follow-ups

A general statement on their content and purpose has already been given in Section I. The various error reports with their associated control totals and audit trails are not shown.

--- COLLEGE BIBLIOCENTRE --- LISTING OF NEW ORDERS BY ORDER #				
JAN 08 1971	LAYCOCK, GEORGE ALIEN ANIMALS SF	VOL: 001 PART: COUNTRY PUBL: DTE PUB: SUPPL:	SERIES: EDIT: LATEST MEDIA:	ITEMS ORD: 1
131031270	KAMINSKY, J. LANGUAGE AND ONTOLOGY 0008093 COUNTRY PUBL: U DTE PUB: 1969 EDIT: LATEST MEDIA:	VOL: 001 PART: COUNTRY PUBL: DTE PUB: SUPPL:	SERIES: EDIT: LATEST MEDIA:	ITEMS ORD: 1
131031271	FREED, H. ORCHIDS AND SERENDIPITY PH	VOL: 001 PART: COUNTRY PUBL: DTE PUB: SUPPL:	SERIES: EDIT: LATEST MEDIA:	ITEMS ORD: 1
131031271	PACKET 8 ENVIRONMENTAL STUDIES CORNELL UNIVERSITY 0008014 COUNTRY PUBL: U DTE PUB: 1970 EDIT: LATEST MEDIA:	VOL: 001 PART: COUNTRY PUBL: DTE PUB: SUPPL:	SERIES: EDIT: LATEST MEDIA:	ITEMS ORD: 2
35 131031275	GAUNT, WILLIAM IMPRESSIONISTS OX	VOL: 001 PART: COUNTRY PUBL: DTE PUB: SUPPL:	SERIES: EDIT: LATEST MEDIA:	ITEMS ORD: 1
131031276	OSBORNE, HAROLD OXFORD COMPANION TO ART OX	VOL: 001 PART: COUNTRY PUBL: DTE PUB: SUPPL:	SERIES: EDIT: LATEST MEDIA:	ITEMS ORD: 1
131031277	SETTON, K. M. RENAISSANCE 00087044 COUNTRY PUBL: U DTE PUB: 1964 EDIT: LATEST MEDIA:	VOL: 001 PART: COUNTRY PUBL: DTE PUB: SUPPL:	SERIES: EDIT: LATEST MEDIA:	ITEMS ORD: 1
136032561	VOOS, HENRY STANDARD TIMES FOR CERTAIN CLERICAL ACTIVITIES IN TECHNICAL PROCESSING PICATIN COUNTRY PUBL: U DTE PUB: 1964 EDIT: LATEST MEDIA:	VOL: 001 PART: COUNTRY PUBL: DTE PUB: SUPPL:	SERIES: EDIT: LATEST MEDIA:	ITEMS ORD: 1
172-34101	CIETZE, G. YOUNG UNIVERSITY AND DEMOCRACY 0008018 COUNTRY PUBL: U DTE PUB: 1970 EDIT: LATEST MEDIA:	VOL: 001 PART: COUNTRY PUBL: DTE PUB: SUPPL:	SERIES: EDIT: LATEST MEDIA:	ITEMS ORD: 1
REPORT A				

--- COLLEGE BIBLIOCENTRE ---									
LISTING OF NEW ORDERS BY AUTHOR									
JAN 08 1971									
LUNDKVIST-HUSBERG, LIS									
281031848	VOL:	PART:	SUPPL:	SERIES:					
MAKING CERAMICS									
VN	CNTRY PUBL:	DTE PUB:	1970	EDIT: LATEST MEDIA:	ITEMS ORD:	1			
LURIA, S.F. & DARNELL, J.E. JR.									
281031385	VOL:	PART:	SUPPL:	SERIES:					
GENERAL VIROLOGY									
WI	CNTRY PUBL:	DTE PUB:		EDIT: LATEST MEDIA:	ITEMS ORD:	1			
MACLENNAN, BEVCE W. AND FELSENFELD, NAOMI									
282031389	VOL:	PART:	SUPPL:	SERIES:					
GROUP COUNSELING AND PSYCHOTHERAPY WITH ADOLESCENTS									
MC	CNTRY PUBL:	DTE PUB:		EDIT: LATEST MEDIA:	ITEMS ORD:	1			
MASLAND, RICHARD									
281031782	VOL:	PART:	SUPPL:	SERIES:					
MENTAL SUBNORMALITY									
XS	CNTRY PUBL:	DTE PUB:	1958	EDIT: LATEST MEDIA:	ITEMS ORD:	1			
MAYHEW, A.									
201030859	VOL:	PART:	SUPPL:	SERIES:					
CREATIVE WRITER									
0911654	CNTRY PUBL:	U DTE PUB:		EDIT: REV. MEDIA:	ITEMS ORD:	1			
MATZ, ADOLPH									
281531823	VOL:	PART:	SUPPL:	SERIES:					
COST ACCOUNTING									
GA	CNTRY PUBL:	DTE PUB:	1967	EDIT: 4TH MEDIA:	ITEMS ORD:	2			
MCENEN, W.									
262031393	VOL:	PART:	SUPPL:	SERIES:					
MICROBIOLOGY FOR BAKERY & CONFECTIONARY STUDENTS									
LG	CNTRY PUBL:	DTE PUB:		EDIT: LATEST MEDIA:	ITEMS ORD:	1			
MCKINLEY, DONALD G.									
281031776	VOL:	PART:	SUPPL:	SERIES:					
SOCIAL CLASS AND FAMILY TREE									
CM	CNTRY PUBL:	DTE PUB:	1964	EDIT: LATEST MEDIA:	ITEMS ORD:	1			
MENNINGER, KARL & MENNINGER, J.L.									
281031772	VOL:	PART:	SUPPL:	SERIES:					
LOVE AGAINST HATE									
LG	CNTRY PUBL:	DTE PUB:	1942	EDIT: LATEST MEDIA:	ITEMS ORD:	1			
REPORT B									

--- COLLEGE BIBLIOCENTRE REMINDER REPORT ---												
16-MAR-71												
ORDER NO.	VOL	PT	SUP	ID	AUTHOR	TITLE	SERIES	ORDERED	ACTN	DATE	QTY	STATUS
136032292	001				BOSHNELL, VIVIAN	ICEFIELD RANGES		30/11/70	16/02/71	001	001	BINDING
136032292	002				BOSHNELL, VIVIAN	ICEFIELD RANGES		30/11/70	16/02/71	001	001	BINDING
301037119					DUTY, ROBERT	INTO THE 70'S		10/07/71	16/02/71	002	002	BINDING
131030869	001				MURTHAN, MAX S.	CREATIVE PERSONH		01/10/70	16/02/71	051	001	BINDING
301044143					AMERICAN INSTITU	HANDBOOK OF RESO		30/12/70	21/01/71	001	001	BINDING
136032546						COMPUTER SERVICE		20/12/70	16/02/71	001	001	RECEIVED IN FULL
136032547						NEW CONCEPTS AND		20/12/70	16/02/71	001	001	RECEIVED IN FULL
136032548						HOW TRANSPORTATI		20/12/70	16/02/71	001	001	RECEIVED IN FULL
136032549						APPRAISAL REPORT		20/12/70	16/02/71	001	001	RECEIVED IN FULL
231032242	001				KURTEN, COOK LA	PSYCHOLOGY AND P		16/11/70	16/02/71	001	001	BINDING
131030410	001				CONVAIR DEVR, GE	CT-6-SET (NDT CL		05/09/71	16/02/71	001	001	RECEIVED IN FULL
131030410	002				CONVAIR DEVR, GE	CT-6-SET (NDT CL		05/09/71	16/02/71	001	001	RECEIVED IN FULL
131030410	003				CONVAIR DEVR, GE	CT-6-SET (NDT CL		05/09/71	16/02/71	001	001	RECEIVED IN FULL
131030410	004				CONVAIR DEVR, GE	CT-6-SET (NDT CL		05/09/70	16/02/71	001	001	RECEIVED IN FULL
131030410	005				CONVAIR DEVR, GE	CT-6-SET (NDT CL		05/09/70	16/02/71	001	001	RECEIVED IN FULL
136031689					KUGAN, EGUN	THE THEORY AND P		01/10/70	19/02/71	001	001	BINDING
136031708					HALE, L.J.	BIOLOGICAL LABOR		01/10/70	19/02/71	004	004	BINDING
261031968					VERNARD, WILLIAM	SINGING		29/10/70	27/02/71	003	001	RECEIVED IN PART
14100919	001				SUPER, D.E.	CAREER DEVELOPME		05/09/70	16/02/71	001	001	BINDING
131030882	001				BAILEY, MARGARET	ALCOHOLISM & FAM		01/10/70	19/02/71	001	001	BINDING
182032447					COUNCIL FOR SHAL	TEACHERS CRAFT		29/10/70	16/02/71	001	001	RECEIVED IN FULL
182032450					COUNCIL FOR SHAL	MARKETING		29/10/70	26/01/71	001	001	BINDING
182032451					COUNCIL FOR SHAL	BUSINESS METHODS		29/10/70	26/01/71	001	001	BINDING
REPORT C												

RE-ORDER FORM

QTY 1	AUTHOR ANDERSON, ALBERT	ORDER NO. 121 023110
TITLE MAN AND HIS SYMBOL		DATE 21/06/71
PUBLISHER FREE PRESS		ISBN 1971
... COLLIER MACMILLAN		EDITION 3rd
		PRICE 5.00
		PLAT CAN.
		LC CARD NO
		VARIATIONS YES NO NO CARD NO BINDING

COLLEGE BIBLIOCENTRE
20 RAILSIDE RD. DON MILLS, ONT. CANADA
TEL. 416 403 5137

ORDER NO.

R E P O R T

16.03.71 SUPPLIER RECONCILIATION SUMMARY										
SUPPLIER CODE	INVOICE NUMBER	NO. OF COPIES INVOICED	NO. OF COPIES RECEIVED	TOTAL BOOKS	TOTAL COST OF RECEIVED	MAILING CHARGES	TOTAL COSTS	INVOICE TOTAL	AVERAGE DISCOUNT	
AMCHSOC	SL170735	0	1	US	14.30	US 0.00	US 14.30	US 0.00	0.00%	
SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD										
AMSCOHE	T18974	0	1	US	5.11	US 0.00	US 5.11	US 0.00	0.00%	
SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD										
BERTRAM	DUP00730	0	1	S	1.46	S 0.00	S 1.46	S 0.00	0.00%	
SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD										
BERTRAM	DUP33729	0	2	S	6.88	S 0.00	S 6.88	S 0.00	0.00%	
SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD										
BERTRAM	DUP33731	0	1	S	10.95	S 0.00	S 10.95	S 0.00	0.00%	
SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD										
BERTRAM	P8540	0	1	S	60.87	S 0.00	S 60.87	S 0.00	0.00%	
SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD										
CHEMICA	7508800	0	1	US	11.24	US 0.00	US 11.24	US 0.00	0.00%	
SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD										
COSOWOE	PREP190870	0	1	US	0.00	US 0.00	US 0.00	US 0.00	0.00%	
SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD										
INDZEXC	8145	0	1	US	3.06	US 0.00	US 3.06	US 0.00	0.00%	
SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD										
LITTLEF	60146	0	1		1.78	0.00	1.78	0.00	20.00%	
SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD										
METECHP	4760	0	1	S	2.67	S 0.00	S 2.67	S 0.00	0.00%	
SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD										
NORCLLA	E41367	0	1	O	6.95	O 0.00	O 6.95	O 0.00	10.00%	
SUPPLIER'S INVOICE DATA NOT KNOWN IN ABOVE RECORD										

R E P O R T E

<p>--- COLLEGE BIBLIOCENTRE INVENTORY REPORT ---</p> <p>24 MAR.71</p> <p>COLLEGE MATERIAL BIBLIOCENTRE MATERIAL</p> <p>FROM 140170 TO 140171 FROM 010171 TO 140170</p>	
1. NO. OF ITEMS IN STOCK WITH ACTUAL COSTS KNOWN	
2. NO. OF ITEMS IN STOCK WITH ESTIMATED COSTS ONLY	
3. TOTAL VALUE OF ACTUAL COSTS	
4. TOTAL VALUE OF ESTIMATED COSTS	
5. TOTAL NO. OF ITEMS IN STOCK (1 + 2)	
6. TOTAL VALUE OF COSTS (3 + 4)	
7. NO. OF ITEMS SHIPPED	
8. TOTAL VALUE OF ITEMS SHIPPED	
<p>40</p>	
<p>REPORT</p>	

**FOLLOW UP
ONLY**

**THIS IS NOT
AN ORDER**

PLEASE ADVISE STATUS OF OUR ORDER NO. 161 038637
ORDERED ON 21-04-71 FOR 2 COPY(IES) OF WHICH
THE BALANCE OUTSTANDING IS 1 COPY(IES)

AUTHOR/PRODUCER:- ORME, A.R.

TITLE:- IRELAND

- | | |
|--|---|
| <input type="checkbox"/> 1. TEMPORARILY OUT OF STOCK | <input type="checkbox"/> 5. NOT OUR PUBLICATION |
| <input type="checkbox"/> 2. NOT YET PUBLISHED | <input type="checkbox"/> 6. OTHER |
| <input type="checkbox"/> 3. OUT OF PRINT | |
| <input type="checkbox"/> 4. NO CANADIAN RIGHTS | |

IF YOU HAVE REPORTED OR SHIPPED ITEM WITHIN PAST FEW DAYS IGNORE THIS NOTICE

COLLEGE BIBLIOCENTRE
20 RAILSIDE ROAD
DON MILLS, ONTARIO, CANADA
TELEX: 06-219837

ATTENTION: ORDER SERVICES MANAGER
MARKHAM PUBLISHING COMPANY
3322 WEST PETERSON
CHICAGO, ILLINOIS, U.S.A.
60645

PRINTED MATTER

R E P O R T G

APPENDIX I - Status Codes and Messages

Code	Message	Time Interval for Follow-up
A	Ordered	1. For media produced in Canada - 2 weeks
B	Prepaid	2. For media produced in U.S. - 2 weeks
C	No Canadian rights - re-ordered	3. Media from Canadian agents - 3 weeks
D	Re-ordered second hand	4. Media available elsewhere - 8 weeks
E	Re-ordered	- Above applies to A through J inclusive -
F	Re-ordered - rush	
G	No Canadian rights - re-ordered rush	
H	Re-ordered second hand - rush	
I	Unassigned	
J	Returned for clarification	
K	Out of Stock xxx days	xxx days
L	New edition preparing - back ordered	8 weeks
M	New edition preparing - xxx days	xxx days
N	Not yet produced xxx days	xxx days
O	Reprinting - back ordered	8 weeks
P	Reprinting - xxx days	xxx days
Q	Out of stock - back ordered	8 weeks
R	Not yet produced - back ordered	8 weeks
S	Unassigned	-
T	Not yet produced - CB to re-order xxx days	xxx days
U	New edition preparing - CB to re-order xxx days	xxx days
V	Reprinting - CB to re-order xxx days	xxx days
W	Out of stock - CB to re-order xxx days	xxx days
X	Unassigned	-
Y	Cancelled	After 3 weeks, transfer to History File
Z	Out of stock - cancelled	Delete after 3 weeks
0	Out of print/file-holding	After 14 days, status becomes Y
1	Awaiting LC	4 weeks
2	Binding	6 weeks
3	Received in part - binding	-
4	Received in full	2 weeks
5	Received in part	-
6	Original Cataloguing	2 weeks
7	Unassigned	-
8	Catalogue and Process	2 weeks
9	Shipped in full	-

Supplier follow-ups required for A through S inclusive
Automatic re-orders required for T through X inclusive
CB reminder required for 421 through 8 inclusive

APPENDIX II - Media Code

001	Large Print
002	Pamphlet
003	Sheet Music
004	Business Forms
005	Illustrations, Art Prints, Reproduction, Picture and Study Prints
006	Flash Cards, Educational Game Cards
007	Flip Charts
008	Posters - Advertisement
009	Charts, Information Arranged in Tabular and Diagrammatic Order. Includes Flow Charts
010	Maps
011	Charts, Navigational
012	Plans
013	Globes
014	Relief Models
015	Realia or Specimens
016	Kit (No Equipment Required)
017	Diorama
018	Model
019	Braille
020	Transparencies, Less than 10" x 10"
021	Transparencies, with Overlays or in Book Form, Less than 10" x 10"
022	Transparencies, 10" x 10"
023	Transparencies, with Overlays or in Book Form, 10" x 10"
024	Transparency Masters, Less than 10" x 10"
025	Transparency Masters, 10" x 10"
026	Laboratory Kit - Individual Study and Destruction
027	Game - Set of Materials Designed for Play or Competition - Equipment not Required.
028	Game - Equipment Required
029	Multi-media Kit - Playback or Viewing Equipment Required
030	Slides 2 x 2 Colour
031	Slides 2 x 2 Black and White
032	Slides 2-1/4 x 2-1/4 Colour
033	Slides 2-1/4 x 2-1/4 Black and White
034	Slides 3-1/4 x 4 Colour
035	Slides 3-1/4 x 4 Black and White
036	Slides Stereoscopic Colour

037	Slides Stereoscopic Black and White
038	Slides Microscopic Colour
039	Slides Microscopic Black and White
040	Filmstrip - Colour
041	Filmstrip - Black and White
042	Filmstrip - 35mm - Colour
043	Filmstrip - 35mm - Black and White
044	Filmstrip - 35mm - Double Frame - Colour
045	Filmstrip - 35mm - Double Frame - Black and White
046	Filmstrip - 16mm - Colour
047	Filmstrip - 16mm - Black and White
048	Filmstrip - 8mm - Colour
049	Filmstrip - 8mm - Black and White
050	Filmstrip - Super 8 - Colour
051	Filmstrip - Super 8 - Black and White
060	Filmloop - 8mm - Colour
061	Filmloop - 8mm - Black and White
062	Filmloop - Super 8 - Colour
063	Filmloop - Super 8 - Black and White
100	Film - 8mm - Magnetic Sound - Colour
101	Film - 8mm - Magnetic Sound - Black and White
102	Film - 8mm - Optical Sound - Colour
103	Film - 8mm - Optical Sound - Black and White
104	Film - 8mm - Silent - Colour
105	Film - 8mm - Silent - Black and White
106	Film - Super 8 - Magnetic Sound - Colour
107	Film - Super 8 - Magnetic Sound - Black and White
108	Film - Super 8 - Optical Sound - Colour
109	Film - Super 8 - Optical Sound - Black and White
110	Film - Super 8 - Silent - Colour
111	Film - Super 8 - Silent - Black and White
112	Film - 8mm - Cartridge - Colour
113	Film - 8mm - Cartridge - Black and White
114	Film - Super 8 - Cartridge - Colour
115	Film - Super 8 - Cartridge - Black and White
120	Film - 9.5mm - Magnetic Sound - Colour
121	Film - 9.5mm - Magnetic Sound - Colour

122 Film - 9.5mm - Optical Sound - Colour Black and White
 123 Film - 9.5mm - Optical Sound - Black and White
 124 Film - 9.5mm - Silent - Colour
 125 Film - 9.5mm - Silent - Black and White
 126 Film - 9.5mm - Cartridge - Colour
 127 Film - 9.5mm - Cartridge - Black and White

 130 Film - 16mm - Magnetic Sound - Colour
 131 Film - 16mm - Magnetic Sound - Black and White
 132 Film - 16mm - Optical Sound - Colour
 133 Film - 16mm - Optical Sound - Black and White
 134 Film - 16mm - Silent 24 F.P.S. - Colour
 135 Film - 16mm - Silent 16 F.P.S. - Black and White
 136 Film - 16mm - Cartridge - Colour
 137 Film - 16mm - Cartridge - Black and White
 138
 139

 140
 141
 142 Film - 28mm - Magnetic Sound - Colour
 143 Film - 28mm - Magnetic Sound - Black and White
 144 Film - 28mm - Optical Sound - Colour
 145 Film - 28mm - Optical Sound - Black and White
 146 Film - 28mm - Silent - Colour
 147 Film - 28mm - Silent - Black and White
 148 Film - 28mm - Cartridge - Colour
 149 Film - 28mm - Cartridge - Black and White

 150
 151
 152
 153
 154 Film - 35mm - Magnetic Sound - Colour
 155 Film - 35mm - Magnetic Sound - Black and White
 156 Film - 35mm - Optical Sound - Colour
 157 Film - 35mm - Optical Sound - Black and White
 158 Film - 35mm - Silent - Colour
 159 Film - 35mm - Silent - Black and White

 160
 161
 162

163
 164
 165
 166
 167
 168
 169 Film - 70mm - Magnetic Sound - Colour

 170 Film - 70mm - Magnetic Sound - Black and White
 171 Film - 70mm - Optical Sound - Colour
 172 Film - 70mm - Optical Sound - Black and White
 173 Film - 70mm - Silent - Colour
 174 Film - 70mm - Silent - Black and White
 175
 176
 177
 178
 179

 180
 181
 182
 183 Videotape - 2in. - HiBand Colour - Compatible
 184 Videotape - 2in. - LoBand Colour - Compatible
 185 Videotape - 2in. - Black and White - Compatible
 186 Videotape - 2in. - Sony - Colour
 187 Videotape - 2in. - Sony - Black and White
 188 Videotape - 2in. - Ampex - Colour
 189 Videotape - 2in. - Ampex - Black and White

 190 Videotape - 1in. - Ampex - Colour
 191 Videotape - 1in. - Ampex - Black and White
 192 Videotape - 1in. - Philips - Colour
 193 Videotape - 1in. - Philips - Black and White
 194 Videotape - 1in. - Sony - Colour
 195 Videotape - 1in. - Sony - Black and White
 196 Videotape - 1in. - I.V.C. - Colour
 197 Videotape - 1in. - I.V.C. - Black and White
 198 Videotape - 1in. - Panasonic - Colour
 199 Videotape - 1in. - Panasonic - Black and White

 200 Videotape - 1in. - Concord - Colour
 201 Videotape - 1in. - Concord - Black and White

202
 203
 204 Videotape - 1in. - Apeco - Colour
 205 Videotape - 1in. - Apeco - Black and White
 206 Videotape - 1in. - Bell & Howell - Colour
 207 Videotape - 1in. - Bell & Howell - Black and White
 208 Videotape - 1in. - Quality Electronics - Colour
 209 Videotape - 1in. - Quality Electronics - Black and White

 210 Videotape - 1in. - R.C.A. - Colour
 211 Videotape - 1in. - R.C.A. - Black and White
 212
 213
 214
 215 Videotape - 1in. - Shibaden - Colour
 216 Videotape - 1in. - Shibaden - Black and White
 217
 218
 219

 220
 221 Videotape - 1/2in. - Compatible - Colour
 222 Videotape - 1/2in. - Compatible - Black and White
 223 Videotape - 1/2in. - Concord - Colour
 224 Videotape - 1/2in. - Concord - Black and White
 225 Videotape - 1/2in. - Craig - Colour
 226 Videotape - 1/2in. - Craig - Black and White
 227 Videotape - 1/2in. - G.B.C. - Colour
 228 Videotape - 1/2in. - G.B.C. - Black and White
 229 Videotape - 1/2in. - 3M - Colour

 230 Videotape - 1/2in. - 3M - Black and White
 231 Videotape - 1/2in. - Panasonic - Colour
 232 Videotape - 1/2in. - Panasonic - Black and White
 233 Videotape - 1/2in. - Sony - Colour
 234 Videotape - 1/2in. - Sony - Black and White
 235
 236
 237
 238
 239 Videotape - 1/4in. - Rheem - Colour

 240 Videotape - 1/4in. - Rheem - Black and White

241
 242
 243
 244
 245 Videocassette - 3/4in. - Compatible - Colour
 246 Videocassette - 3/4in. - Compatible - Black and White
 247 Videocassette - 1/2in. - Compatible - Colour
 248 Videocassette - 1/2in. - Compatible - Black and White
 249

 250
 251
 252
 253
 254
 255 Electronic Video Recording - Colour
 256 Electronic Video Recording - Black and White
 257 Videodisc - Colour
 258 Videodisc - Black and White
 259

 260
 261
 262
 263
 264
 265 Audiotape - Single Track - 1-7/8 I.P.S.
 266 Audiotape - Single Track - 3-3/4 I.P.S.
 267 Audiotape - Single Track - 7-1/2 I.P.S.
 268 Audiotape - Double Track - 1-7/8 I.P.S. - Mono
 269 Audiotape - Double Track - 1-7/8 I.P.S. - Stereo

 270 Audiotape - Double Track - 3-3/4 I.P.S. - Mono
 271 Audiotape - Double Track - 3-3/4 I.P.S. - Stereo
 272 Audiotape - Double Track - 7-1/2 I.P.S. - Mono
 273 Audiotape - Double Track - 7-1/2 I.P.S. - Stereo
 274 Audiotape - Four Track - 1-7/8 I.P.S. - Mono
 275 Audiotape - Four Track - 1-7/8 I.P.S. - Stereo
 276 Audiotape - Four Track - 3-3/4 I.P.S. - Mono
 277 Audiotape - Four Track - 3-3/4 I.P.S. - Stereo
 278 Audiotape - Four Track - 7-1/2 I.P.S. - Mono
 279 Audiotape - Four Track - 7-1/2 I.P.S. - Stereo

280 Audiotape - 12in. reel - 1-7/8 I.P.S. - Mono
 281 Audiotape - 12in. reel - 1-7/8 I.P.S. - Stereo
 282 Audiotape - 12in. reel - 3-3/4 I.P.S. - Mono
 283 Audiotape - 12in. reel - 3-3/4 I.P.S. - Stereo
 284 Audiotape - 12in. reel - 7-1/2 I.P.S. - Mono
 285 Audiotape - 12in. reel - 7-1/2 I.P.S. - Stereo
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 294 Audiocassette - Single Track
 295 Audiocassette - Double Track - Mono
 296 Audiocassette - Double Track - Stereo
 297 Audiocassette - Four Track - Mono
 298 Audiocassette - Four Track - Stereo
 299 Audiocassette - Eight Track - Mono
 300 Audiocassette - Eight Track - Stereo
 301 Audiocassette - Twelve Track - Mono
 302 Audiocassette - Twelve Track - Stereo
 303 Audiocassette - Single Track
 304 Audiocassette - Double Track - Mono
 305 Audiocassette - Double Track - Stereo
 306 Audiocassette - Four Track - Mono
 307 Audiocassette - Four Track - Stereo
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 315 Audiodisc - 16-2/3 R.P.M. - Stereo
 316 Audiodisc - 16-2/3 R.P.M. - Mono
 317 Audiodisc - 33-1/3 R.P.M. - Stereo
 318 Audiodisc - 33-1/3 R.P.M. - Mono
 319 Audiodisc - 45 R.P.M. - Stereo

320	Audiorecord - 45 R.P.M. - Mono
321	Audiorecord - 78 R.P.M. - Stereo
322	Audiorecord - 78 R.P.M. - Mono
323	Audiorecord - Over 12in. - Stereo
324	Audiorecord - Over 12in. - Mono
400	Microfilm - 150mm - Positive - Mono
401	Microfilm - 150mm - Negative - Mono
402	Microfilm - 125mm - Positive - Mono
403	Microfilm - 125mm - Negative - Mono
404	Microfilm - 105mm - Positive - Mono
405	Microfilm - 105mm - Negative - Mono
406	Microfilm - 70mm - Positive - Mono
407	Microfilm - 70mm - Negative - Mono
410	Microfilm - 150mm - Positive - Colour
411	Microfilm - 150mm - Negative - Colour
412	Microfilm - 125mm - Positive - Colour
413	Microfilm - 125mm - Negative - Colour
414	Microfilm - 105mm - Positive - Colour
415	Microfilm - 105mm - Negative - Colour
416	Microfilm - 70mm - Positive - Colour
417	Microfilm - 70mm - Negative - Colour
420	Microfilm - 35mm - Negative - Mono
421	Microfilm - 35mm - Positive - Mono
422	Microfilm - 35mm - Cartridge - 3M - Negative - Mono
423	Microfilm - 35mm - Cartridge - 3M - Positive - Mono
424	Microfilm - 35mm - Cartridge - Recordak - Negative - Mono
425	Microfilm - 35mm - Cartridge - Recordak - Positive - Mono
426	Microfilm - 35mm - Cartridge - Compatible - Negative - Mono
427	Microfilm - 35mm - Cartridge - Compatible - Positive - Mono
430	Microfilm - 35mm - Negative - Colour
431	Microfilm - 35mm - Positive - Colour
432	Microfilm - 35mm - Cartridge - 3M - Negative - Colour
433	Microfilm - 35mm - Cartridge - 3M - Positive - Colour
434	Microfilm - 35mm - Cartridge - Recordak - Negative - Colour
435	Microfilm - 35mm - Cartridge - Recordak - Positive - Colour
436	Microfilm - 35mm - Cartridge - Compatible - Negative - Colour
437	Microfilm - 35mm - Cartridge - Compatible - Positive - Colour
440	Microfilm - 16mm - Negative - Mono

- 441 Microfilm - 16mm - Positive - Mono
 442 Microfilm - 16mm - Cartridge - 3M - Negative - Mono
 443 Microfilm - 16mm - Cartridge - 3M - Positive - Mono
 444 Microfilm - 16mm - Cartridge - Recordak - Negative - Mono
 445 Microfilm - 16mm - Cartridge - Recordak - Positive - Mono
 446 Microfilm - 16mm - Cartridge - Compatible - Negative - Mono
 447 Microfilm - 16mm - Cartridge - Compatible - Positive - Mono
- 450 Microfilm - 16mm - Negative - Colour
 451 Microfilm - 16mm - Positive - Colour
 452 Microfilm - 16mm - Cartridge - 3M - Negative - Colour
 453 Microfilm - 16mm - Cartridge - 3M - Positive - Colour
 454 Microfilm - 16mm - Cartridge - Recordak - Positive - Colour
 455 Microfilm - 16mm - Cartridge - Recordak - Negative - Colour
 456 Microfilm - 16mm - Cartridge - Compatible - Positive - Colour
 457 Microfilm - 16mm - Cartridge - Compatible - Negative - Colour
- 460 Microfilm - 8mm - Positive - Mono
 461 Microfilm - 8mm - Negative - Mono
 462 Microfilm - 8mm - Cartridge - Positive - Mono
 463 Microfilm - 8mm - Cartridge - Negative - Mono
- 470 Microfilm - 8mm - Positive - Colour
 471 Microfilm - 8mm - Negative - Colour
 472 Microfilm - 8mm - Cartridge - Positive - Colour
 473 Microfilm - 8mm - Cartridge - Negative - Colour
- 500 Microfiche - 148 x 210cm - upto 29:1 - Positive - Mono
 501 Microfiche - 148 x 210cm - upto 29:1 - Negative - Mono
 502 Microfiche - 148 x 210cm - upto 29:1 - Positive - Colour
 503 Microfiche - 148 x 210cm - upto 29:1 - Negative - Colour
 504 Microfiche - 148 x 210cm - 30-60:1 - Positive - Mono
 505 Microfiche - 148 x 210cm - 30-60:1 - Negative - Mono
 506 Microfiche - 148 x 210cm - 30-60:1 - Positive - Colour
 507 Microfiche - 148 x 210cm - 30-60:1 - Negative - Colour
 508 Microfiche - 148 x 210cm - Ultra high - Positive - Mono
 509 Microfiche - 148 x 210cm - Ultra high - Negative - Mono
- 510 Microfiche - 148 x 210cm - Ultra high - Positive - Colour
 511 Microfiche - 148 x 210cm - Ultra high - Negative - Colour
 512 Microfiche - 105 x 148cm - upto 29:1 - Positive - Mono
 513 Microfiche - 105 x 148cm - upto 29:1 - Negative - Mono
 514 Microfiche - 105 x 148cm - upto 29:1 - Positive - Colour

515 Microfiche - 105 x 148cm - upto 29:1 - Negative - Colour
 516 Microfiche - 105 x 148cm - 30-60:1 - Positive - Mono
 517 Microfiche - 105 x 148cm - 30-60:1 - Negative - Mono
 518 Microfiche - 105 x 148cm - 30-60:1 - Positive - Colour
 519 Microfiche - 105 x 148cm - 30-60:1 - Negative - Colour

 520 Microfiche - 105 x 148cm - Ultra high - Positive - Mono
 521 Microfiche - 105 x 148cm - Ultra high - Negative - Mono
 522 Microfiche - 105 x 148cm - Ultra high - Positive - Colour
 523 Microfiche - 105 x 148cm - Ultra high - Negative - Colour
 524 Microfiche - 75 x 125cm - upto 29:1 - Positive - Mono
 525 Microfiche - 75 x 125cm - upto 29:1 - Negative - Mono
 526 Microfiche - 75 x 125cm - upto 29:1 - Positive - Colour
 527 Microfiche - 75 x 125cm - upto 29:1 - Negative - Colour
 528 Microfiche - 75 x 125cm - 30-60:1 - Positive - Mono
 529 Microfiche - 75 x 125cm - 30-60:1 - Negative - Mono

 530 Microfiche - 75 x 125cm - 30-60:1 - Positive - Colour
 531 Microfiche - 75 x 125cm - 30-60:1 - Negative - Colour
 532 Microfiche - 75 x 125cm - Ultra high - Positive - Mono
 533 Microfiche - 75 x 125cm - Ultra high - Negative - Mono
 534 Microfiche - 75 x 125cm - Ultra high - Positive - Colour
 535 Microfiche - 75 x 125cm - Ultra high - Negative - Colour

 550 Aperture Card - 35mm - Positive - Mono
 551 Aperture Card - 35mm - Negative - Mono
 552 Aperture Card - 35mm - Positive - Colour
 553 Aperture Card - 35mm - Negative - Colour

 560 Aperture Card - 16mm - Positive - Mono
 561 Aperture Card - 16mm - Negative - Mono
 562 Aperture Card - 16mm - Positive - Colour
 563 Aperture Card - 16mm - Negative - Colour
 564 Aperture Card - 8mm - Positive - Mono
 565 Aperture Card - 8mm - Negative - Mono
 566 Aperture Card - 8mm - Positive - Colour
 567 Aperture Card - 8mm - Negative - Colour

 570 Microtext Chip/Strip forms - upto 29:1 - Positive - Mono
 571 Microtext Chip/Strip forms - upto 29:1 - Negative - Mono
 572 Microtext Chip/Strip forms - upto 29:1 - Positive - Colour
 573 Microtext Chip/Strip forms - upto 29:1 - Negative - Colour
 574 Microtext Chip/Strip forms - 30-60:1 - Positive - Mono

- 575 Microtext Chip/Strip forms - 30-60:1 - Negative - Mono
- 576 Microtext Chip/Strip forms - 30-60:1 - Positive - Colour
- 577 Microtext Chip/Strip forms - 30-60:1 - Negative - Colour
- 578 Microtext Chip/Strip forms - Ultra high - Positive
- 579 Microtext Chip/Strip forms - Ultra high - Negative

- 590 Micro-Opaque - 148 x 225
- 591 Micro-Opaque - 148 x 200
- 592 Micro-Opaque - 75 x 125
- 593 Micro-Opaque - Strip

- 600 EDP - Punched Cards

- 610 EDP - Paper Tape

- 620 EDP - Magnetic Tape

- 630 EDP - Disc

- 640 EDP - Drum

- 650 EDP - Data Cell

- 800 Programmed Instruction Using Special Equipment

- 810 Programmed Instruction Using Electronic Computers

- 901 Serials, Periodicals

Note On Application of Code

When the prime medium is accompanied by a text in print or an audio visual format, the first code indicates the primary medium, the second the dependent medium.

A kit (016) is defined as 'containing a collection of materials in several media or forms designed for use as a unit, none of which requires the use of playback or viewing equipment'.

A multi-media kit (029) 'is a collection of materials in several media or forms, at least one of which requires the use of playback or viewing equipment'. The application of the multi-media kit code is further distinguished in that the items are not necessarily interdependent on one another.

A laboratory kit is 'a coordinated group of materials designed to promote specific learning experience and in which the learner destroys all or part of the kit in the process'.